

THESIS INSTRUCTION PACKET



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

Revised 2013

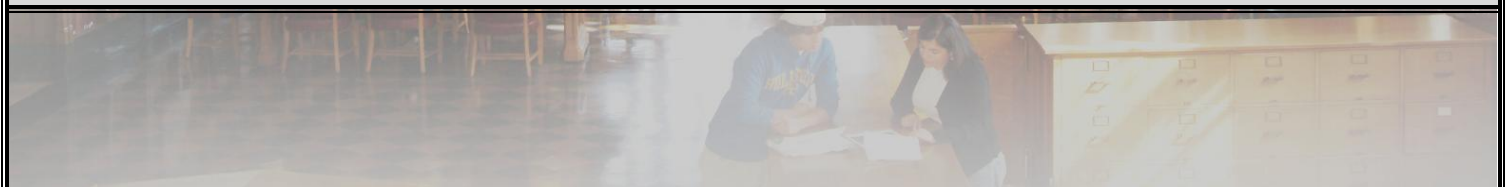


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PART I – FORMATTING *the* THESIS

This packet is a tool to help you make sure your thesis meets the Graduate College formatting requirements. Follow all of the instructions carefully, look closely at the sample pages and templates, and use the checklist on page 3. Your final document should be professional in appearance and free of errors.

Do not try to copy the format from someone else's thesis or dissertation, and do not rely on formatting instructions from other departments on campus. As a graduate student, **you are responsible for formatting your thesis correctly**. You have worked hard to make your thesis an original contribution to your academic field, and it is also important to make your thesis a professionally presentable document.

If you have any questions about defending, formatting, printing or depositing your thesis, contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

GETTING STARTED

DEADLINES *and* POLICIES

Visit <http://gradweb.ou.edu> to review master's degree deadlines and the [Graduate College Bulletin](#), especially the *Master's Degree with Thesis* section and the *Checklist for Thesis Master's Degree Students*. **If you do not follow the policies in the Bulletin, your graduation could be delayed.**

SIGNATURE PAGE WARNING: If the final thesis you bring to the Graduate College has formatting errors, you will not be permitted to deposit it until you have corrected the errors. If your signature page needs corrections, and one of your committee members is not available to sign again by the deposit deadline, your graduation could be delayed. **Make sure your signature page is formatted correctly before your committee signs.**

TEMPLATES

Pre-formatted Word for Windows thesis templates are now available. Using a template is not required, but it can help you make sure the contents of your thesis are in the correct order and format. To learn more, please read the [Thesis and Dissertation Template Guide](#).

OPTIONAL READING COPY CHECK

Effective Spring 2012, students are no longer required to submit a reading copy of the thesis to the Graduate College. When you have finished formatting your thesis, you may make an appointment to have a printed reading copy checked for formatting errors before you print the thesis on the appropriate paper (see [Paper and Materials](#), p. 2).

What you should know before bringing a reading copy:

- The optional reading copy check is offered as a courtesy. You are ultimately responsible for making sure your thesis meets Graduate College formatting requirements.
- You must have an appointment. To schedule one, please visit <http://iadvise.ou.edu> or call (405) 325-3811.
- No reading copies will be checked after the deadline to request authority for your defense.
- You will need to wait at the Graduate College while your reading copy is being checked.
- The reading copy should be printed single-sided, unbound. Email submission is not accepted.
- The Graduate College may write on your reading copy to mark corrections needed.
- Bringing a reading copy does not authorize you to defend your thesis. Contact your Graduate College counselor to make sure you are following the rules and meeting the deadlines for your defense and graduation.

ORDER of THESIS CONTENTS

The following items must appear in this exact order (items in **bold** must be included in your thesis; items that are not in bold are optional):

- **Title Page**
- **Signature Page**
- **Copyright Page**
- Dedication Page
- Acknowledgements
- **Table of Contents**
- List of Tables (Required if you have tables)
- List of Illustrations or List of Figures (Required if you have illustrations or figures)
- Abstract
- **The Text of the Thesis**
- **Bibliography or References**
- Appendices

Any items not specifically mentioned above should be included as an Appendix. If you have any questions about the appropriate order of material, please contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

PAPER and MATERIALS

The following instructions apply to Norman Campus, Liberal Studies and Advanced Programs students. Tulsa campus students should contact the Tulsa Graduate College at (918) 660-3660 or tulsainfo@ou.edu for thesis deposit instructions.

Two (2) final copies of the thesis, including signature pages with original signatures, must be printed on white, 20-24 pound weight, 100% cotton watermarked paper. For students majoring in geology/geophysics, three (3) final copies are required.

All pages must be printed single-sided. Do not bind the final copies of your thesis, since they will be bound after you deposit them with Library Acquisitions. If your thesis contains items or accompanying materials that cannot be printed on the required paper within the required margins, such as discs, oversize items, photos, or certain computer printouts, contact the Library Acquisitions Department at (405) 325-2141.

MASTER'S THESIS FORMATTING CHECKLIST

Check your thesis for the following. If your thesis does not meet all requirements below, you will not be permitted to deposit and your graduation could be delayed.

- ☐ Left margin must measure at least 1.6" but no more than 2.0"
- ☐ Top, bottom and right margins must measure at least 1.0" but no more than 1.5"
- ☐ Page numbers must have a consistent format and position: at least 0.5" but no more than 1.0" from the bottom of the page (including landscape-oriented pages)
- ☐ Page titles must have a consistent format and position (see p. 6)
- ☐ Use a standard 12-point font (headings may be 14-point)
- ☐ All required pages/sections must be included (see p. 2)
- ☐ Order of contents must follow packet instructions and any supplementary items should be included as an appendix/appendices (see p. 2)
- ☐ *Title Page* Must match the sample page and follow all the instructions in this packet beginning on p. 4
- ☐ *Title Page* Use the exact name of your degree (see p. 8)
- ☐ *Title Page* Your name must match University records
- ☐ *Title Page* Use the year you are depositing the thesis
- ☐ *Title Page* Do not use page numbers or bold font on this page
- ☐ *Signature Page* Must match the sample page and follow all the instructions in this packet beginning on p. 4
- ☐ *Signature Page* Use the same title used on your Title Page
- ☐ *Signature Page* Use the exact name of your academic unit (see p. 8)
- ☐ *Signature Page* Include a prefix for each committee member, such as "Dr." (see p. 5)
- ☐ *Signature Page* Do not include additional information beyond the prefix (except ", Chair" and/or ", Co-Chair")
- ☐ *Signature Page* Do not use page numbers or bold font on this page
- ☐ *Copyright Page* Must match the sample page and follow all the instructions in this packet beginning on p. 4
- ☐ *Copyright Page* Use the same name and year used on your Title Page
- ☐ *Copyright Page* Do not use page numbers or bold font on this page
- ☐ *Dedication* Do not use page numbers or bold font on this page
- ☐ *Front Matter* Use Roman numeral page numbers throughout, beginning with "iv" (see p. 4)
- ☐ *Text* Use Arabic numeral page numbers throughout, beginning with "1" (see p. 4)
- ☐ *Text* Headings and subheadings must have a consistent format and position (see p. 6)
- ☐ *Text* Double-space the text (except footnotes and quotations of more than four lines and of two or more sentences)
- ☐ *Text* Tables, illustrations and/or figures must fit within the margins
- ☐ *Text* Landscape-oriented items must face the reader when the portrait-oriented page is turned 90 degrees to the right/clockwise (see p. 6)
- ☐ *Back Matter* Continue Arabic numeral page numbers throughout (see p. 4)

As a graduate student, you are responsible for formatting your thesis correctly.

If you have any questions about formatting, printing or depositing your thesis, contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

GENERAL FORMATTING

PAGINATION

The first three pages are counted but not numbered. If you are including a Dedication Page, it should be the fourth page in your thesis, but it should not be counted or numbered. All other pages must be numbered. For some pages, you must use Arabic numerals (1, 2, 3...10...20...30, etc.) and for other pages, you must use Roman numerals (i, ii, iii...x...xx...xxx, etc.).

Start using Roman numerals on the Acknowledgements Page or the Table of Contents, if no Acknowledgements Page is included. Begin with Roman numeral "iv" and continue ("...v, vi, vii," etc.) until the text of your thesis begins. On the first page of the thesis text, begin Arabic numerals with "1" and continue sequentially ("...2, 3, 4, 5," etc.) to the final page of the document.

FONTS

Select a standard font that will enhance the professional publication quality of the thesis, such as Times New Roman, Arial, Courier or Helvetica. Use a 12-point font throughout the document. Page, chapter, and section titles may be 14-point font. All page titles should look alike, with a consistent format and alignment. All headings and subheadings must have a consistent format and alignment as well.

MARGINS

For **every page** of the thesis, set consistent margins that meet the following requirements.

Left = 1.6" minimum (may be as wide as 2.0"; thesis will be bound on the left)

Top, Bottom* & Right = minimum 1.0"; maximum 1.5"

***Please note:** The bottom margin is measured from the bottom edge of the paper to the bottom line of the **text** (not the page number). Leave at least 0.5" between the edge of the paper and the nearest edge of the page number.

SPACING

In this packet, the term "spacing" refers to how much space there is between each line of text. Read the rest of this packet to find specific spacing instructions for each part of the thesis. Some pages (such as the Title Page) use both kinds of spacing, so follow the instructions carefully.

This is an example of **single spacing**. You must use single-spacing for some parts of the thesis, such as the copyright page.

This is an example of **double spacing**. You must use double spacing for most of the thesis, including the main text.

FORMATTING *the* UNNUMBERED PAGES

The following group of pages must follow precise formatting specifications. **Look closely at the sample pages in Part II of this packet.** Follow all margin requirements outlined above. Do not use bold font or page numbers on these pages. Note that most word processing software does not automatically spell-check text that is in ALL CAPS, so you must proofread these pages thoroughly.

TITLE PAGE (Required)

- Pay close attention to capitalization on this page.
- Center all text on this page.
- Spacing on this page is approximate; make sure your title page looks like the sample page.
- Type the title of your thesis in ALL CAPS. If the title uses more than one line, double-space.
- **Turn to page 8 of this packet and find the exact name of your degree.** Type it in ALL CAPS (for example, MASTER OF SCIENCE or MASTER OF ARTS).
- Type your name in ALL CAPS. **Your name must match University records.**
- For the city and state, always use "Norman, Oklahoma".
- For the date, use only the year that you deposit your thesis. Do not add a month or day.

SIGNATURE PAGE (Required)

- Center all text on this page, except for the signature lines which must be aligned on the right.
- Type the title of your thesis in ALL CAPS. If the title uses more than one line, single-space. The first line of the title should be approximately 2" below the top edge of the page.
- Skip two lines and type "A THESIS APPROVED FOR THE".
- On the next line, type the exact name of your department, school or college in ALL CAPS. **Turn to page 8 of this packet to find the exact name of your academic unit.**
- Skip 10-12 single-spaced lines after the name of your academic unit and type the word "BY".
- Skip 5-6 single-spaced lines and set alignment to right.
- Create one signature line for each member of your committee. Type each committee member's name and prefix (Dr./Mr./Mrs./Ms.) immediately beneath the signature lines. Do not leave extra space in between the name and the line.
- You may identify the chair by typing ", Chair" after his/her name (for a co-chair, you may type ", Co-Chair"). Do not identify other members with anything but their name and prefix.
- Each committee member must sign directly above his/her signature line. Members must not date their signature or put any extra information on the signature page.
- All three final copies must have original signatures of all committee members.

COPYRIGHT PAGE (Required)

- Center and single-space text on this page.
- On the last two lines, type the copyright information as shown on the sample page.
- Your name must be typed in ALL CAPS and must match your name on the Title Page.
- The year must match the year on the Title Page.

DEDICATION PAGE (Optional)

- If you choose to include a Dedication Page, place it immediately after the Copyright Page. The Dedication Page is not numbered or counted; do not add a page number.
- There are no specific spacing, alignment or title requirements for this page. The margins must be consistent with the rest of the thesis. Do not use bold font.

FORMATTING the FRONT MATTER

The next group of pages is referred to as the "front matter." This is where the page numbering will begin with Roman numeral "iv" and continue through the last page of the front matter. The formatting for the titles used in the front matter must be consistent and must match the formatting for those titles used in the back matter. **All pages must follow the instructions given in *General Formatting* (p. 4).**

ACKNOWLEDGEMENTS (Optional)

- Double-space this section.
- Title this section "Acknowledgements".

TABLE OF CONTENTS (Required)

- This section may be single-spaced *or* double-spaced.
- Title this section "Table of Contents".

LIST OF TABLES (Required for some)

- This section is required if your thesis includes tables.
- Use the same spacing you used for the Table of Contents.
- Title this section "List of Tables".

LIST OF ILLUSTRATIONS or LIST OF FIGURES (Required for some)

- This section is required if your thesis includes illustrations or figures.
- Use the same spacing you used for the Table of Contents.
- Title this section "List of Illustrations" or "List of Figures".

ABSTRACT (Optional)

- Double-space this section.
- Title this section "Abstract".

FORMATTING *the* THESIS TEXT

The text of your thesis begins with either your introduction or your first chapter. You may prepare the thesis text in any format acceptable to your department and committee, **as long as you follow the instructions in this packet**. If you wish to use a format accepted by a national, professional-refereed journal, you may do so. Otherwise, the Graduate College suggests you follow the most recent edition of *The Chicago Manual of Style*.

Double-space the entire thesis text, except for footnotes and quotations of more than four lines and of two or more sentences. **All pages must follow the instructions given in *General Formatting* (p. 4).**

CHAPTERS, SECTIONS *and* SUBHEADINGS

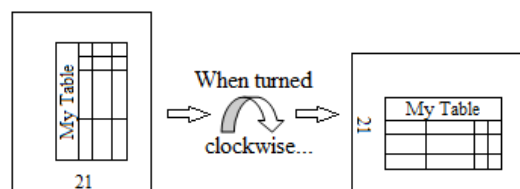
- All headings and subheadings within the text must be consistent with regard to formatting.
- No font larger than 14 point may be used.

PAGE NUMBERING

- You will begin the first page of the text with Arabic numeral "1" and continue sequentially to the final page of the document.
- Page numbers must be placed consistently throughout the document, and no less than 0.5" from the edge of the page.

TABLES, ILLUSTRATIONS, *and* FIGURES

- When necessary, you may use a font smaller than 12-point to allow an entire table to fit on one page. However, the text must be large enough that it is still easy to read.
- All tables, illustrations and figures must fit within the margins (see p. 4).
- If you place a table, illustration or figure horizontally (in landscape orientation), the item must face you when the portrait-oriented page is turned 90° to the right (clockwise). See the example below. **All page numbers must be in the same place at the bottom of the page.**
 - In Microsoft Word 2007 you should create a blank table, change the **Text Direction** in the **Table Tools:Layout** tab, and enter the information into the table.
 - In Microsoft Word 2003, change the **Text Direction** from the **Format** menu.



USE of COLOR

You may use colored graphics when appropriate. However, all copies of the thesis must be identical.

FORMATTING *the* BACK MATTER

The next group of pages is referred to as the "back matter." Page numbers must appear in the same place throughout the back matter as on all pages in the previous text. The formatting for the titles used in the back matter must be consistent throughout and must match the formatting for those titles used in the front matter. **All pages must follow the instructions given in *General Formatting* (p. 4).**

BIBLIOGRAPHY *or* REFERENCES (Required)

- Include all sources used.

- Each reference should be single-spaced, with a double space between references.

Doe, Jane. 2009. Reference example. *Journal of Thesis Formatting Examples* 1 (3): 13-14.

Doe, John. 2009. Note the Double Space Between References. New York: University Press.

APPENDICES (Optional)

- An appendix must be used for anything not listed in *Order of Thesis Contents* (p. 2).
- Each appendix must have a title. Text should be double-spaced where appropriate (handouts, IRB letters, and other items with a fixed format may be single-spaced).

LIST of EXACT DEGREE and ACADEMIC UNIT NAMES

Use the table below to find the exact name of your degree (for the title page of your thesis) and the exact name of your academic unit (for the signature page of your thesis). **If this information is not exactly correct, you will not be permitted to deposit your thesis.**

You will need to know your major code to use the table. If you are not sure of your major code:

1. Log on to <http://iadvise.ou.edu> with your OU 4x4 and password.
2. Under *College-level Advisement*, click the name of your master's degree major. (If you are a dual degree student, select the major for which you are completing the thesis.)
3. At the top of the page, click "Student Record" (the third link from the right, before "Help" and "Logout"). This will load a short page showing your contact information and information about your major.
4. Find your major code in parentheses after the name of your major under "Major Description." It is four characters long: one letter (usually "M") followed by three digits.
5. Find your major code in the list below.

If you have trouble finding your major code, or if you have questions about the name of your degree or academic unit, please contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu for assistance.

The list below was last updated on **March 18, 2013**. If you are using a printed version of this packet, please visit <http://gradweb.ou.edu> to find the most current version.

Major Code	Major (for reference only; do not include in thesis)	Exact Name of Degree (for the title page of your thesis)	Exact Name of Academic Unit (for the signature page of your thesis)
F010	Aerospace Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
F110	Bioengineering (Accelerated)	MASTER OF SCIENCE	DEPARTMENT OF BIOENGINEERING
F160	Chemical Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF CHEMICAL, BIOLOGICAL AND MATERIALS ENGINEERING
F190	Civil Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
F235	Computer Science (Accelerated)	MASTER OF SCIENCE	SCHOOL OF COMPUTER SCIENCE
F226	Electrical Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
F350	Electrical and Computer Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
F375	English (Accelerated)	MASTER OF ARTS	DEPARTMENT OF ENGLISH
F390	Environmental Engineering (Accelerated)	MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
F405	Environmental Science (Accelerated)	MASTER OF ENVIRONMENTAL SCIENCE	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
F497	Global Studies (Accelerated)	MASTER OF ARTS IN INTERNATIONAL STUDIES	COLLEGE OF INTERNATIONAL STUDIES
F525	Industrial Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF INDUSTRIAL AND SYSTEMS ENGINEERING
F526	Industrial Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF INDUSTRIAL AND SYSTEMS ENGINEERING
F620	Landscape Architecture (Dual, with RCPL)	MASTER OF LANDSCAPE ARCHITECTURE	COLLEGE OF ARCHITECTURE

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F675	Mechanical Engineering (Accelerated)	MASTER OF SCIENCE	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
F740	Native American Studies (Dual, with Juris Doctor)	MASTER OF ARTS	DEPARTMENT OF NATIVE AMERICAN STUDIES
F818	Regional and City Planning (Dual, with Land. Arch.)	MASTER OF REGIONAL AND CITY PLANNING	COLLEGE OF ARCHITECTURE
M003	Administrative Leadership (electronic delivery)	MASTER OF ARTS IN ADMINISTRATIVE LEADERSHIP	COLLEGE OF LIBERAL STUDIES
M010	Aerospace Engineering	MASTER OF SCIENCE	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
M025	Anthropology	MASTER OF ARTS	DEPARTMENT OF ANTHROPOLOGY
M026	Applied Linguistic Anthropology	MASTER OF ARTS IN APPLIED LINGUISTIC ANTHROPOLOGY	DEPARTMENT OF ANTHROPOLOGY
M045	Architecture (1 year program)	MASTER OF ARCHITECTURE	COLLEGE OF ARCHITECTURE
M046	Architecture (2 year program)	MASTER OF ARCHITECTURE	COLLEGE OF ARCHITECTURE
M047	Architecture (3 year program)	MASTER OF ARCHITECTURE	COLLEGE OF ARCHITECTURE
M052	Area Studies	MASTER OF ARTS IN INTERNATIONAL STUDIES	COLLEGE OF INTERNATIONAL STUDIES
M060	Art	MASTER OF FINE ARTS IN ART	SCHOOL OF ART AND ART HISTORY
M070	Art History	MASTER OF ARTS IN ART HISTORY	SCHOOL OF ART AND ART HISTORY
M105	Biology	MASTER OF SCIENCE	DEPARTMENT OF BIOLOGY
M110	Bioengineering	MASTER OF SCIENCE	DEPARTMENT OF BIOENGINEERING
M115	Botany	MASTER OF SCIENCE	DEPARTMENT OF MICROBIOLOGY AND PLANT BIOLOGY
M160	Chemical Engineering	MASTER OF SCIENCE	SCHOOL OF CHEMICAL, BIOLOGICAL AND MATERIALS ENGINEERING
M170	Chemistry and Biochemistry	MASTER OF SCIENCE	DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
M190	Civil Engineering	MASTER OF SCIENCE	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
M210	Communication	MASTER OF ARTS	DEPARTMENT OF COMMUNICATION
M235	Computer Science	MASTER OF SCIENCE	SCHOOL OF COMPUTER SCIENCE
M252	Construction Administration	MASTER OF SCIENCE IN CONSTRUCTION ADMINISTRATION	COLLEGE OF ARCHITECTURE
M254	Construction Management	MASTER OF SCIENCE IN CONSTRUCTION MANAGEMENT	COLLEGE OF ARCHITECTURE
M265	Dance	MASTER OF FINE ARTS IN DANCE	SCHOOL OF DANCE
M270	Drama	MASTER OF ARTS	PEGGY DOW HELMERICH SCHOOL OF DRAMA
M275	Design	MASTER OF FINE ARTS IN DRAMA	PEGGY DOW HELMERICH SCHOOL OF DRAMA

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Major Code	Major (for reference only; do not include in thesis)	Exact Name of Degree (for the title page of your thesis)	Exact Name of Academic Unit (for the signature page of your thesis)
M276	Directing	MASTER OF FINE ARTS IN DRAMA	PEGGY DOW HELMERICH SCHOOL OF DRAMA
M315	Curriculum/Supervision	MASTER OF EDUCATION	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
M325	Educational Psychology & Technology	MASTER OF EDUCATION	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
M330	Educational Studies	MASTER OF EDUCATION	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
M350	Electrical and Computer Engineering	MASTER OF SCIENCE	SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
M370	Engineering	MASTER OF SCIENCE	DEPARTMENT OF ENGINEERING
M372	Engineering Physics	MASTER OF SCIENCE	DEPARTMENT OF ENGINEERING PHYSICS
M375	English	MASTER OF ARTS	DEPARTMENT OF ENGLISH
M390	Environmental Engineering	MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
M405	Environmental Science	MASTER OF ENVIRONMENTAL SCIENCE	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
M410	Environmental Technology	MASTER OF SCIENCE IN ARCHITECTURAL URBAN STUDIES	COLLEGE OF ARCHITECTURE
M445	French	MASTER OF ARTS	DEPARTMENT OF MODERN LANGUAGES, LITERATURES, AND LINGUISTICS
M460	Geography	MASTER OF ARTS	DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL SUSTAINABILITY
M470	Geological Engineering	MASTER OF SCIENCE	MEWBOURNE SCHOOL OF PETROLEUM AND GEOLOGICAL ENGINEERING
M475	Geology	MASTER OF SCIENCE	CONOCOPHILLIPS SCHOOL OF GEOLOGY AND GEOPHYSICS
M480	Geophysics	MASTER OF SCIENCE	CONOCOPHILLIPS SCHOOL OF GEOLOGY AND GEOPHYSICS
M490	German	MASTER OF ARTS	DEPARTMENT OF MODERN LANGUAGES, LITERATURES, AND LINGUISTICS
M497	Global Studies	MASTER OF ARTS IN INTERNATIONAL STUDIES	COLLEGE OF INTERNATIONAL STUDIES
M500	Health and Exercise Science	MASTER OF SCIENCE	DEPARTMENT OF HEALTH AND EXERCISE SCIENCE
M501	Exercise Physiology	MASTER OF SCIENCE	DEPARTMENT OF HEALTH AND EXERCISE SCIENCE
M502	Health Promotion	MASTER OF SCIENCE	DEPARTMENT OF HEALTH AND EXERCISE SCIENCE
M505	History	MASTER OF ARTS	DEPARTMENT OF HISTORY
M510	History of Science	MASTER OF ARTS	DEPARTMENT OF HISTORY OF SCIENCE
M511	History of Science, Technology and Medicine	MASTER OF ARTS IN HISTORY OF SCIENCE, TECHNOLOGY AND MEDICINE	DEPARTMENT OF HISTORY OF SCIENCE

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Major Code	Major (for reference only; do not include in thesis)	Exact Name of Degree (for the title page of your thesis)	Exact Name of Academic Unit (for the signature page of your thesis)
M515	Human Relations	MASTER OF HUMAN RELATIONS	DEPARTMENT OF HUMAN RELATIONS
M521	Human Resources	MASTER OF SCIENCE IN ARCHITECTURAL URBAN STUDIES	COLLEGE OF ARCHITECTURE
M525	Industrial Engineering	MASTER OF SCIENCE	SCHOOL OF INDUSTRIAL AND SYSTEMS ENGINEERING
M545	Instructional Leadership and Academic Curriculum	MASTER OF EDUCATION	DEPARTMENT OF INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM
M550	Instructional Psychology & Technology	MASTER OF EDUCATION	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
M575	Integrated Studies	MASTER OF ARTS	COLLEGE OF LIBERAL STUDIES
M577	Human and Health Services Administration (Electronic Delivery)	MASTER OF ARTS	COLLEGE OF LIBERAL STUDIES
M578	Museum Studies (Electronic Delivery)	MASTER OF ARTS	COLLEGE OF LIBERAL STUDIES
M580	Interdisciplinary Programs	MASTER OF ARTS	GRADUATE COLLEGE
M582	Interdisciplinary Programs	MASTER OF SCIENCE	GRADUATE COLLEGE
M585	Interior Design	MASTER OF SCIENCE IN INTERIOR DESIGN	COLLEGE OF ARCHITECTURE
M610	Journalism & Mass Communication	MASTER OF ARTS	GAYLORD COLLEGE OF JOURNALISM AND MASS COMMUNICATION
M615	Knowledge Management	MASTER OF SCIENCE IN KNOWLEDGE MANAGEMENT	SCHOOL OF LIBRARY AND INFORMATION STUDIES
M616	Knowledge Management Electronic Delivery	MASTER OF SCIENCE IN KNOWLEDGE MANAGEMENT	SCHOOL OF LIBRARY AND INFORMATION STUDIES
M620	Landscape Architecture	MASTER OF LANDSCAPE ARCHITECTURE	COLLEGE OF ARCHITECTURE
M621	Landscape Architecture via BLA	MASTER OF LANDSCAPE ARCHITECTURE	COLLEGE OF ARCHITECTURE
M650	Library and Information Studies	MASTER OF LIBRARY AND INFORMATION STUDIES	SCHOOL OF LIBRARY AND INFORMATION STUDIES
M651	Library and Information Studies Electronic Delivery	MASTER OF LIBRARY AND INFORMATION STUDIES	SCHOOL OF LIBRARY AND INFORMATION STUDIES
M670	Mathematics	MASTER OF ARTS	DEPARTMENT OF MATHEMATICS
M671	Mathematics	MASTER OF SCIENCE	DEPARTMENT OF MATHEMATICS
M675	Mechanical Engineering	MASTER OF SCIENCE	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
M685	Meteorology	MASTER OF SCIENCE IN METEOROLOGY	SCHOOL OF METEOROLOGY
M690	Microbiology	MASTER OF SCIENCE	DEPARTMENT OF MICROBIOLOGY AND PLANT BIOLOGY
M705	Music Composition	MASTER OF MUSIC	SCHOOL OF MUSIC

The list below was last updated on **March 18, 2013**. If you are using a printed version of this packet, please visit <http://gradweb.ou.edu> to find the most current version.

Major Code	Major (for reference only; <u>do not include in thesis</u>)	Exact Name of Degree (for the <u>title page</u> of your thesis)	Exact Name of Academic Unit (for the <u>signature page</u> of your thesis)
M706	Music - General	MASTER OF MUSIC EDUCATION	SCHOOL OF MUSIC
M707	Music - Conducting	MASTER OF MUSIC EDUCATION	SCHOOL OF MUSIC
M708	Music - Instrumental	MASTER OF MUSIC EDUCATION	SCHOOL OF MUSIC
M710	Music Theory	MASTER OF MUSIC	SCHOOL OF MUSIC
M720	Musicology	MASTER OF MUSIC	SCHOOL OF MUSIC
M740	Native American Studies	MASTER OF ARTS	DEPARTMENT OF NATIVE AMERICAN STUDIES
M745	Natural Gas Engineering and Management	MASTER OF SCIENCE IN NATURAL GAS ENGINEERING AND MANAGEMENT	MEWBOURNE SCHOOL OF PETROLEUM AND GEOLOGICAL ENGINEERING
M750	Natural Science	MASTER OF NATURAL SCIENCE	DEPARTMENT OF INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM
M755	Org. Dynamics - Human Resource Management	MASTER OF ARTS	DEPARTMENT OF PSYCHOLOGY
M758	Org. Dynamics - Technical Project Management	MASTER OF ARTS	DEPARTMENT OF PSYCHOLOGY
M765	Petroleum Engineering	MASTER OF SCIENCE	MEWBOURNE SCHOOL OF PETROLEUM AND GEOLOGICAL ENGINEERING
M775	Philosophy	MASTER OF ARTS	DEPARTMENT OF PHILOSOPHY
M780	Physics	MASTER OF SCIENCE	HOMER L. DODGE DEPARTMENT OF PHYSICS AND ASTRONOMY
M790	Political Science	MASTER OF ARTS	DEPARTMENT OF POLITICAL SCIENCE
M800	Psychology	MASTER OF SCIENCE	DEPARTMENT OF PSYCHOLOGY
M818	Regional and City Planning	MASTER OF REGIONAL AND CITY PLANNING	COLLEGE OF ARCHITECTURE
M845	Sociology	MASTER OF ARTS	DEPARTMENT OF SOCIOLOGY
M850	Spanish	MASTER OF ARTS	DEPARTMENT OF MODERN LANGUAGES, LITERATURES, AND LINGUISTICS
M855	Special Education	MASTER OF EDUCATION	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
M860	Telecommunications Engineering	MASTER OF SCIENCE IN TELECOMMUNICATIONS ENGINEERING	SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
M864	Urban Studies	MASTER OF SCIENCE IN ARCHITECTURAL URBAN STUDIES	COLLEGE OF ARCHITECTURE
M885	Zoology	MASTER OF SCIENCE	DEPARTMENT OF BIOLOGY

PART II – SAMPLE PAGES

TITLE PAGE

UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

TITLE OF YOUR THESIS (BE SURE TO
DOUBLE -SPACE IF TWO OR MORE LINES ARE NEEDED)

A THESIS

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

EXACT NAME OF YOUR DEGREE

By

YOUR NAME
Norman, Oklahoma
Year

PART II – SAMPLE PAGES

SIGNATURE PAGE

TITLE OF YOUR THESIS (BE SURE TO
SINGLE-SPACE IF TWO OR MORE LINES ARE NEEDED)

A THESIS APPROVED FOR THE
EXACT NAME OF YOUR ACADEMIC UNIT

BY

Dr. John Doe, Chair

Dr. Jane Smith

Dr. Bob Jones

PART II – SAMPLE PAGES

COPYRIGHT PAGE

PART III – RESEARCH ISSUES

The following information has been compiled from a variety of sources and covers only very general copyrighting legislation. For specific University of Oklahoma thesis and dissertation requirements, refer to the instructions and sample pages.

INSTITUTIONAL REVIEW BOARD

For information on human subjects research (HSR), visit the Institutional Review Board website at <http://irb.ou.edu/>.

If you need clarification on whether or not your research requires IRB approval, please contact the IRB office.

In order for a student involved in an active IRB study to be eligible to deposit the final copies of his/her dissertation or thesis, s/he must submit a letter to the Graduate College from the IRB indicating that his/her involvement as a graduate student in the research project is officially terminated. To obtain this letter, the student will need to contact the IRB Office directly.

COPYRIGHT LEGISLATION

Under the present U.S. copyright law, copyright protection begins when the copyrightable material is created – that is, when the author has fixed the work in a tangible medium of expression. In other words, when a thesis or dissertation is reduced to tangible form, it automatically becomes protected by copyright, and the copyright in the work **immediately** becomes the property of the author. No publication, registration, or other action is required to secure copyright protection.

When a thesis or dissertation is published or otherwise made available to the public, a copyright notice should be prominently displayed on the material. The copyright notice consists of the international copyright symbol "©" (or the word "Copyright," the abbreviation "Copr.", a small letter "c" or any combination of these), plus the creator's name and the year in which the material was created. For example: © Copyright by John Jones 1992. The copyright notice should be displayed on the third page of the thesis or dissertation, following the cover sheet and signature page.

Finally, at the author's option, the copyright may be registered with the U.S. Copyright Office. Whether an author chooses to do this will depend on the author's own circumstances. The law provides several inducements or advantages to encourage copyright owners to make registration, including:

- Registration establishes a public record of a copyright claim.
- Registration is necessary before an infringement suit may be filed in court.
- If made before or within five years of publication, registration provides *prima facie* evidence in court of the validity of the copyright and of the facts stated in the registration certificate.
- If registered within three months after publication or prior to an infringement of the work, an author may be able to collect statutory damages and attorneys' fees in court actions. Otherwise, relief to a copyright owner may be limited to actual damages and profits.

In general, if the author chooses to register the work, he/she must submit to the Copyright Office a properly completed application form, any fees that are applicable, and two copies of the best edition of the work.

This information is provided as a general guide for printed theses/dissertations and may not be applicable for other media. If you have any questions, you should consult with the University Legal Counsel, the Office of Research Services, or the Graduate College.

(Effective - 1991)

GRADUATE COLLEGE POLICY REGARDING EMBARGOES *of* THESES *and* DISSERTATIONS

The University of Oklahoma Graduate College is committed to open access to knowledge. Open access supports the discovery and advancement of knowledge by making research digitally available to a broader community. Restricting access to research developed at the university conflicts with the values of learning, teaching, and peer review essential to our academic standing and integrity. Therefore, theses and dissertations are presented at open oral defenses and made openly accessible in print form on our library shelves. Dissertations are also made globally accessible in digital form. While it may be appropriate to delay immediate access to a thesis or dissertation in some cases, the Graduate College will not approve any publication restrictions, or *embargoes*, without compelling cause.

A student should discuss any potential need for publication restriction with his or her committee as early as possible in the research process. Before an embargo is requested, other forms of restricting distribution should be considered.

As soon as the need for an embargo is recognized, a petition should be submitted to the Dean of the Graduate College by the student, the committee chair, and the graduate liaison. A request for embargo will be granted only when the research meets at least one of these criteria:

1. The student's thesis or dissertation research contains information that is proprietary, protected, or confidential, or intellectual property that may potentially be patentable. To obtain an embargo on this basis, approval must be recommended to the Dean of the Graduate College by the University of Oklahoma Office of Technology Development. Therefore, to allow sufficient time for review of the thesis or dissertation before the defense, the student should notify the Office of Technology Development as soon as the need for an embargo is recognized.
2. The student's thesis or dissertation research has already been accepted for publication in the same form as that approved by the student's graduate committee. To obtain an embargo on this basis, the student must provide proof of acceptance for publication at the time he or she deposits the final thesis or dissertation.
3. The student's thesis or dissertation research contains intellectual or creative property whose value will be diminished by open access publication. To obtain an embargo on this basis, the student should work directly with the Dean of the Graduate College before the defense.

When a request for embargo is approved, normally the initial embargo will be granted for a period of three to six months, but no longer than one year. To request that an embargo be renewed or extended, a new petition must be submitted to the Dean of the Graduate College. Theses and dissertations should not contain material that requires permanent restriction; embargoes will not be extended indefinitely.

(Effective July 2013)

DISCLOSURE *of* PATENTABLE INVENTIONS

The purpose of this section is to remind you of the University of Oklahoma's policy concerning ownership of certain inventions and the patent rights thereto, and to make you aware of the University procedures to prevent inadvertent enabling disclosures of patentable inventions during the thesis/dissertation publication process.

The basic University Intellectual Property Policy provides, among other things, that all discoveries or inventions, whether patentable or unpatentable, including all patents (domestic and foreign) and patent applications based thereon, which are made or conceived by any member of the faculty, staff, or student body of the University of Oklahoma, either in the course of employment by the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University are the property of the University.

Directives promulgated under the Intellectual Property Policy require that all inventions or discoveries falling within the purview of the policy must be disclosed in writing to the Office of Technology Development as soon as possible after the discovery or invention. The Intellectual Property Policy also affords substantial benefits and protection to inventors. The full policy may be found in various University publications, and copies of it and the implementing directives may be obtained from the Office of Technology Development, Three Partners Place, 201 David L. Boren Blvd, Suite 120, or www.otd.ou.edu.

When a thesis or dissertation is based wholly or in part on research from which an invention or discovery has resulted or may result, the thesis or dissertation may require special handling to prevent enabling disclosures which could damage or eliminate U.S. or international patent rights, or both. These special procedures will in no way impede progress toward the degree, affect acceptance of the thesis/dissertation, create a restriction on the publication of the thesis/dissertation, or delay the granting of the degree. They are aimed solely at protecting the rights of the University and the inventor.

The key to these protections is the student inventor. The student must provide both timely disclosure of the invention itself, and timely notification to the Graduate College of the requirement for handling of the thesis or dissertation. If you have any questions concerning either disclosure or the protection of your thesis or dissertation, please see your major professor and the Technology Transfer Administrator, Regina McNabb (rmcnabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu) at 405.325.3800.

Revised 7/16/02

PROCEDURES for RESEARCH HOLDS and IP HOLDS

If the student/adviser signs or the University signs on behalf of the student/adviser a contract or similar type of legally binding document with a company, educational institution or individual person involved in the research to withhold the publishing of the thesis for a specified amount of time, a Research Hold may be placed on the thesis. A determination of research hold shall be made by the Office of Research Services based upon review of the research agreement. The student/adviser should contact the Executive Director, Andrea Deaton, regarding research holds.

If the student/adviser composes a thesis which contains new inventions/discoveries, it may become property of the University of Oklahoma in accordance with the University's Intellectual Property Policy. Since the copyright law only protects the written portion of the document, formal patent applications may need to be filed to protect the intellectual property. Therefore, an Intellectual Property Hold may be placed on theses or dissertations which contain intellectual property, i.e., patentable information.

The student should contact the Office of Technology Development (OTD) at 405/325-3800 to speak with Regina or Ruth Ann. OTD will need a copy of the thesis/dissertation or the title pages.

The student will be asked to answer the following questions:

- Does the dissertation or thesis contain intellectual property that was obtained in the course and/or scope of employment from the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University?
- Who is the faculty adviser?
- What is the name of the research that the dissertation or thesis is related to?
- Is the information contained in the dissertation or thesis directly related to an invention disclosure that has been filed with the Office of Technology Development previously?
- To which invention disclosure is it related?
- If no current disclosure exists, will an invention disclosure be filed with the OTD? Will it include the adviser or other OU faculty, staff or students?
- Who is the sponsor and is there a research agreement to which the publication is subject?

The *Master's Thesis Topic and Committee Membership* form for master's degree students is due the semester prior to graduating. On this form, the student/adviser should indicate whether the thesis contains intellectual property (patentable information) or requires a research hold.

OTD will send the Graduate College a memo which allows the student to defend the thesis/dissertation and yet protects the Intellectual Property or Research. The OTD shall provide copies of the memo to the student, the Library and the adviser(s). The student will still be responsible for requesting the authority to defend from the Graduate College.

When the defense date is set, the student should bring a *Request for Authority for Thesis Defense* form to the Graduate College for approval. If the memo from OTD to permit the defense has not been received by the Graduate College, the Academic Counselor should contact Regina or Ruth Ann for more information. The Academic Counselor must receive a copy of the letter before he/she can release the authority for the defense.

When ready to file the final copies – within 60 days of the defense or by the semester deadline, whichever comes first – the student should contact OTD.

OTD shall provide a memo/notice to Graduate College and the Library that OTD is aware of the filing and working on the technology associated therein. Proper protection should be afforded the paper.

OTD shall work with the Library and provide a memo, with a copy to the Graduate College, to allow for OTD to pick up the paper and maintain it for protection purposes.

Graduation will not be hindered by this procedure; it simply provides proper protection for the technology/paper.

OFFICE OF TECHNOLOGY DEVELOPMENT
Three Partners Place, Suite 120, 201 David L. Boren Boulevard
Norman, OK 73019
(405) 325-3800

PART IV – OTHER IMPORTANT INFORMATION

Providing all tuition and fee payments are resolved and all degree requirements have been met by the appropriate date, you will graduate in the semester in which your final thesis copies are deposited. Please see the academic calendar for exact deadlines.

DIPLOMAS *and* LETTERS *of* COMPLETION

Degrees are posted to the transcript record approximately six weeks after the close of each semester. The Office of Records mails diplomas to students approximately 120 days after the close of each semester.

If you need proof of graduation prior to the delivery of the diploma or posting of the degree, you may request a letter of completion. The letter of completion is an official University of Oklahoma document, bearing the University seal and can be used as proof of graduation for purposes of potential employment, updating current personnel records, etc.

If you need a letter of completion, please complete a [Request for Letter of Completion](#) and submit it to the Graduate College at your convenience. The Office of Records will mail the letter(s) to the address you specify as soon as possible after all degree requirements—including resolution of all tuition/fee payments—have been satisfied.

If you owe fees or tuition, you will be cleared for graduation, but you will not receive your diploma until all such fees/tuition payments have been resolved through the Office of the Bursar. In addition, your degree will not be posted to your transcript if you have any outstanding financial obligations.

COMMENCEMENT EXERCISES

The OU Graduation Commencement Ceremony is held only once a year in the spring. All summer graduates, fall graduates and May graduation candidates participate in this ceremony. Please contact the Main Bookstore by April 1 to purchase a cap and gown for the ceremonies.

Please visit the [Graduation Office](#) for additional information.